

WORKFORCE DEVELOPMENT PROGRAM PROPOSAL AND APPLICATION

INSTRUCTIONS, SAMPLE DOCUMENTS, PROJECT DEVELOPMENT ISSUES

**Community Development Block Grant Program
U.S. Department of Housing and Urban Development**

**Indiana Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204
(317) 232-8333, (800) 824-2476**



July 2015

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OVERVIEW OF THE WDP PROGRAM

The goal of the Workforce Development Program (WDP) program is to encourage communities to focus on workforce development as a long-term economic development strategy. To be eligible, projects must demonstrate the following:

- The population to be served is a predominantly low-to-moderate income population (51% or greater);
- The particular project addresses the long-term economic development efforts of the community;
- The funds granted will have a significant impact on the overall project;
- The community has demonstrated a strong commitment to the project; and
- The project is ready to proceed upon grant award.

MINIMUM REQUIREMENTS

To be eligible for WDP assistance, projects must meet the following minimum requirements:

- The lead applicant must be a non-entitlement city, county or incorporated town that possesses the legal capacity to carry out the proposed program.
- The lead applicant may contract with a 501c not-for-profit organization to carry out the activities of an eligible project, provided that the organization can document its not-for-profit status with the U.S. Internal Revenue Service, the Indiana Department of Revenue, and the Indiana Secretary of State.
- The proposed project must meet a national objective and be an eligible activity under the federal Community Development Block Grant (CDBG) Act. In general, the project must either:
 - benefit a clientele whose population is at least 51% low- and moderate-income.
- Only residents of the state of Indiana are eligible for training
- Eligible training
 - Sector-based strategies focusing on a specific need in the community/region (welding, heavy equipment operator, etc)
 - Problem-focused strategies (life-skills, interviewing, basic math, etc.)
- If the applicant has previously received Community Development Block Grant Funds (CDBG), either through OCRA or the Indiana Housing and Community Development Authority (IHCDA) the applicant must **NOT** have:
 - any unresolved monitoring/audit findings;
 - any overdue grant reports or close-out documents;
 - for cities and towns, more than one (1) open CDBG Grant at the time of application;
 - for counties, more than two (2) open CDBG Grants at the time of applications
 - an open CDBG Grant that has not received Release of Funds;
 - If a community has an open CDBG Grant, the community must have an executed construction contract and be under construction, or a consultant under contract for planning grants before the community may apply for an additional CDBG Grant.
- Any CDBG Program Income accumulated from a previous CDBG grant must be committed for use that has been approved by the Indiana Office of Community and Rural Affairs before another CDBG grant will be approved. Any available Program Income may be used as part of the local match for a CDBG project. Please contact the State CDBG Director at (317) 232-1703 for additional information regarding Program Income.

MINIMUM REQUIREMENTS (Continued)

- Local match in the amount of twenty percent (20%) of the total project cost must be provided by the applicant or a third-party. In-Kind contributions will be allowed up to a maximum of fifteen percent (15%) of the match requirement. Other state, federal or local grants can count toward the twenty percent (20%) local match requirement.
- All requests to use in-kind match must be approved in advance, in writing, by the Indiana Office of Community and Rural Affairs' State CDBG Director. **Written requests and documentation must be submitted to the Director of the State CDBG Director 2-3 weeks prior to the application submission.** The following are considered to be eligible sources of in-kind match (see InKind/Match Form for additional examples):
 - The appraised fair market value of donated land. Land donations by applicants, developers, organizations or individuals with financial or ownership interest in the project are ineligible as in-kind match;
 - Volunteer labor calculated at \$10.00 per hour regardless of the type of work being done; Donated goods and materials and use of equipment valued at cost.

Please contact your OCRA Community Liaison for more information regarding the in-kind match policy.

- Any CDBG program income accumulated from a previous CDBG grant that has not been identified for an approved use by the Indiana Office of Community and Rural Affairs must be spent before another CDBG grant will be approved. Any available program income **must** be used as part of the local match for a WDP project.
- The cost per beneficiary ratio for the proposed project may not exceed \$10,000 per beneficiary.

ELIGIBLE ACTIVITIES

This list identifies the general types of activities that are eligible for WDP funding. It is not meant to include or exclude any particular project.

Property Acquisition and Disposition

- Surveying and appraisal costs
- Legal costs related to acquisition

Workforce Development

- Labor
- Equipment
- Materials

Program Delivery (maximum 10% of grant if paid with CDBG)

- Supplies
 - Overhead (room rental, lease expense)
- Marketing

Grant Administration (maximum 8% of grant if paid with CDBG)

- Certified CDBG Grant Administration expenses

Environmental Review Costs (when applicable)

- Costs associated with obtaining necessary review of the proposed project

MEETING A GOAL OF THE FEDERAL ACT

Title I of the Housing and Community Development Act of 1974, as amended, requires all activities assisted with Community Development Block Grant Funds meet a stated national objective of the CDBG Program.

The applicant will need to demonstrate that it meets the following national objective by providing all required documentation and answering all relevant questions.

Benefit to Low- and Moderate-Income Persons – Limited Clientele Basis

There are eight groups of people that are presumed by federal regulations to be of low and moderate income. Those groups are as follows:

- Senior citizens (people who are 62 years of age or older);
- Migrant farm workers;
- Abused children;
- Battered spouses;
- Severely handicapped adults;
- Homeless persons;
- Illiterate adults;
- Persons with AIDS.

For limited clientele projects serving other persons, benefit to low to moderate income persons must be documented.

For a limited clientele project, these questions will need to be clearly answered in the application on the National Objective Identification page:

1. Who will use the proposed facility? Are the beneficiaries in a group that is presumed to be low- and moderate-income, or will beneficiaries be qualified based on income?
2. Will any other groups or the general public also use the facility? If so, to what extent?
3. If the facility is to be used on an income-eligible basis, how will income and family size information of users be documented? If less than 100% of users are to be of low- to moderate-income, how was the percentage of low- to moderate-income users determined or estimated?

The following documentation will also have to be provided for a limited clientele application:

1. For mixed-use facilities: floor plan showing areas devoted to limited clientele activities.
2. If appropriate, income sliding scale and/or information concerning specific federal and state subsidized programs for the identified limited clientele group.

INELIGIBLE PROJECTS

This list is not meant to be all-inclusive; please consult your Community Liaison for questions regarding specific projects. The following is a list of **some** of the projects that are not eligible for WDP funding:

- The acquisition, construction or rehabilitation of buildings for the general conduct of government;
- Real property acquisition for ineligible activities;
- General equipment purchase;
- General operation and maintenance expenses;
- General government expenses;
- Political activities of any nature; or
- The direct construction of new housing.

PROJECTS COMBINING ELIGIBLE AND INELIGIBLE ACTIVITIES

Depending on a community's needs, it may be appropriate for a project to combine CDBG eligible and ineligible activities. Such a project may still be eligible for WDP funds, provided that the budget clearly delineates the costs of the eligible and ineligible activities; that WDP funds will not pay for any ineligible activities; and that local funds comprise at least 20% of the cost of the eligible portion of the project. Please consult your Community Liaison for further guidance.

AMOUNT OF GRANT REQUEST

The Indiana Office of Community and Rural Affairs (OCRA) has established a maximum grant award of **\$250,000** for all Workforce Development programs. **The maximum award is not intended to serve as a target figure for requests for grant assistance.** OCRA will review the level of grant assistance requested and will consider the appropriateness of the project's scope, the level of demonstrated need and the financial resources of the applicant. **If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the project before it is submitted in final form.**

CONSULTANTS & GRANT ADMINISTRATION

The State Community Development Block Grant (CDBG) program requires the use of a fully Accredited CDBG Grant Administrators on all CDBG assisted projects. This certification must be current at the time of application and be maintained throughout the project. A list of such grant administrators can be provided upon request by going to <http://www.in.gov/ocra/2617.htm>. Additional information on the CDBG Grant Administrator Certification Policy can be found on the OCRA website at: <http://www.in.gov/ocra/2536.htm>.

When contracts will be paid with CDBG funds, grant administration services must be procured using the Request for Proposal (RFP) method as outlined in the CDBG Handbook.

NOTE: Private firms or non-governmental entities that perform project development and administration activities for CDBG-assisted projects (project development, environmental review, grant application preparation, procurement assistance, grant administration) will NOT be allowed to perform architectural, engineering, planning, or other related services/activities for grantees or their non-profit sub-recipients on those projects.

PUBLIC HEARINGS

Two public hearings must be held at different stages of the project. One public hearing must be held prior to submission of the application and the second must be held prior to submission of Closeout forms.

Applicants should be aware of local newspaper deadlines for submitting advertisements. Some smaller newspapers are published weekly, and will require that the advertisement is placed well in advance of the public hearing.

Other methods of advertising the public hearing are also strongly encouraged. All public hearings must be accessible to handicapped persons. Public hearings should also be made convenient to the low- and moderate-income residents who will benefit from the project.

Copies of the public hearing notice and the publisher's affidavit documenting the publication must be attached to the proposal. The public hearing notice and the **original publisher's affidavit** documenting publication dates for both public hearings must be attached to the application.

Minutes of the public hearing, including a dated sign-in sheet of people who attended the hearing, **must** be included with the proposal and with the application. **Minutes must be signed and dated by the party that recorded them.** *If a third party, such as a grant administrator, takes the minutes of the meeting, the applicant **must** include a document stating that the third party is acting as its representative.* It is recommended that an audio tape of the public hearing be recorded and kept until the grant is closed out. OCRA may request transcripts of the public hearings.

All questions regarding Limited English Proficiency must be answered on the Citizen Participation page. Please attach the 4 Factor Analysis and Language Access Plan as required.

For more information, please refer to the CDBG Handbook.

APPLICATION PROCESS

One (1) electronic application (flash drive or CD) must be received in the Office of Community and Rural Affairs by 5pm on the due date to be considered for funding.

Applications should be sent or delivered to:

Indiana Office of Community and Rural Affairs
State CDBG Director
One North Capitol, Suite 600
Indianapolis, IN 46204
(317) 232-1703
1-800-824-2476

HOW TO COMPLETE THE FORMS

PROJECT NARRATIVE

There are four (4) narrative sections of the application:

- Program Design;
- Local Economic Conditions;
- Financial Impact; and
- Local Effort.

Documentation that supports the narrative must be provided in the appendices. Please be sure to reference the location of each piece of documentation. Attachments that are neither discussed nor referenced in the narrative **should not be included.**

Please answer the questions in each section completely. Also, refer to the Project Development Issues for guidance on what IOCRA is looking for when reviewing applications.

Application narratives MUST use a minimum of one-half (1/2) inch margins and font size MUST be either Arial 10 or Times New Roman 11.

PROJECT COMPLETION TIMETABLE

In chronological order, what are the critical accomplishments that must occur for the project to be completed? When will any required project financing be finalized? When will training be started? Completed?

PROJECT BUDGET

The Project Budget table on page 18 must be completed, with a more detailed, itemized project budget immediately following. The itemized project budget **MUST** provide as much specific information on project expenditures, from all funding sources, as is available. A sample Itemized Project Budget page is included (page 16). The level of detail shown in the sample is representative of what is expected.

When the sources of local match are requested, it is unacceptable to identify funding as “local” or “private”; specific funding sources must be identified: “General Fund,” “Revenue Bond Issue,” “XYZ Foundation Grant,” etc. It is also not permissible to identify an activity as being funded by “CDBG and Local.” Specific dollar amounts for each line item must be attributed to each specific funding source.

NATIONAL OBJECTIVES IDENTIFICATION

The National Objectives Identification Form is included to ensure that the project meets an objective of the federal CDBG program. On this page, all applicants **must check one** of the national objectives, indicate the low- and moderate-income percentage of the area to be served by the project, and provide information regarding how the project meets the selected national objective.

Information and documentation regarding how this project meets the national objective are listed under “Meeting a Goal of the Federal Act.” The applicant must also list the census tract number(s) and block groups for the project area. This information may be found at either of the following websites: www.census.gov or www.stats.indiana.edu. **Do not drop the preceding zeros in the number(s) (i.e., 000021).**

BENEFICIARIES FORM

The Beneficiaries Form is included to provide information on the demographic make-up of the people who will benefit from the project. This information is used by the Indiana Office of Community and Rural Affairs for reporting purposes.

This information is available from published U.S. Census reports available at many libraries or on the web at <http://www.stats.indiana.edu/topic/cdbg.asp>. In those instances where the target population does not correspond to the population of a county, city or town, much of the requested information will have to be extrapolated from these U.S. Census reports. This is done by applying the percentages for county populations to the target population to derive numbers under each category. The number and percentage of low- and moderate-income persons should be taken either from HUD low- and moderate-income level data or from income survey results.

The Beneficiaries Form reflects the categories and format that HUD now expects to be reported. A special web page is available at <http://www.stats.indiana.edu/topic/cdbg.asp> that can assist grant administrators in filling out this page. Please contact your Community Liaison for further information.

Please be certain to provide information about persons, not families on the beneficiaries' page. Only in instances where different project activities have different beneficiaries (example: a project consisting of a water line extension and a new water tower for the entire system) does information need to be reported under more than one "activity description." In such instances, the numbers reported under each column should correspond to the groups benefiting from the respective activities.

CITIZEN PARTICIPATION REPORT

The Citizen Participation Report requests a summary of the methods used to solicit public participation in the development of the proposed project. Specific information regarding what is required on this page is listed above in the "Public Hearings" section.

Other methods of soliciting public participation, such as letters to affected residents, fliers, public posting of notices, electronic and print media coverage, etc., are also recommended. These other methods should take into consideration the needs and circumstances of low- and moderate-income persons. Describe such methods used in paragraph #2 of the Citizen Participation Report. Any comments or complaints received, and the actions taken and responses made to such comments or complaints, must be recorded in paragraph #3.

READINESS TO PROCEED CERTIFICATION

All applications for WDP funds must include a certification of readiness to proceed. The certification must be executed by the applicant's chief elected official, environmental review specialist, project architect, project engineer and legal counsel, where applicable. The Readiness to Proceed Certification is provided in the application documents. Readiness to Proceed Guidelines can be found on the OCRA website at: [http://www.in.gov/ocra/files/Readiness_to_Proceed_Guidelines_5.23.12\(1\).pdf](http://www.in.gov/ocra/files/Readiness_to_Proceed_Guidelines_5.23.12(1).pdf)

DISPLACEMENT ASSESSMENT AND DISPLACEMENT PLAN

All applicants are required to complete the Displacement Assessment Form and a Displacement Plan even if no displacement will occur as a result of the proposed project. Where no displacement is anticipated, the Displacement Assessment Form (see Sample Documents) is completed by simply checking the “N/A – No displacement will occur” line at the top of the form. Where displacement is expected as a result of the project, items 1-4 must be completed. It is important to realize that the standards for benefits that must be provided to displaced persons are determined by federal legislation, are rigorous, and apply to all CDBG-assisted projects. These requirements may apply even if the displacement occurred prior to the application for CDBG assistance.

A Displacement Plan must be developed even if no displacement is expected. The sample Local Displacement Plan included in sample documents may be used as a guide but addresses only the minimum requirements established. **When displacement is anticipated to occur, the applicant should seek the advice and technical assistance of Grant Services.** More detailed provisions of displacement benefits that must be provided are available on request.

ASSURANCES AND CERTIFICATIONS

The assurances and certifications must be signed and dated by the chief elected official of the lead applicant. For cities, the chief elected official is the mayor; for towns, it is the president of the town council; for counties, it is the president of the county commissioners. **By affixing his or her signature to the application, the chief elected official is committing the applicant to comply with these assurances if grant assistance is approved.**

At a minimum, the chief elected official and/or the corporate counsel should read the assurances and understand the provisions to which the applicant is agreeing. Questions concerning the provisions of any of the assurances and certifications may be directed to the State CDBG Director.

CIVIL RIGHTS CERTIFICATION

In addition to the Assurances and Certifications section, the Civil Rights Certification has been included to certify that the local unit of government shall follow all necessary federal civil rights requirements.

FEDERAL DISCLOSURE REQUIREMENTS OF APPLICATIONS

Applicants who have received or expect to receive \$200,000 or more in federal funds in a federal fiscal year (October 1 to September 30) will be required to disclose certain information periodically. All applicants must include the Disclosure Report (see Contract Development Form 1) in their WDP application.

GRANT AGREEMENT EXECUTION

After grant award the grantee will receive a letter, signed by the State CDBG Director, officially granting the award (usually within two weeks). That letter provides very important information regarding Readiness-to-proceed and completion date requirements, cost incurrence and reimbursement issues, environmental, bid and release of funds deadlines.

With the grant award letter, the grantee will receive one (1) copy of the grant agreement, which needs to be signed by the chief elected official and returned promptly to the state. Upon the state's receipt of this signed document, the signatures of various state officials will be obtained. (This process can take up to eight weeks.) **Once all parties have signed the documents, the grant agreement is fully executed and a copy will be e-mailed to the grantee.**

SAMPLE DOCUMENTS

(SAMPLE)

WDP PROJECT COMPLETION TIMETABLE

CITY/TOWN/COUNTY OF _____
PROJECT NAME _____

<u>TASK</u>	<u>DATE</u>
WDP Application submitted	September, 2015
Award Notification	October, 2015
Community receives grant agreement from OCRA	November, 2015
Procure professional services providers.	December, 2015
Obtain Environmental Review clearance	December, 2015
Return Signed Grant Agreement to OCRA	December, 2015
Obtain Release of Funds from OCRA	May, 2016
Sign Professional Services Contracts	May, 2016
Conduct Outreach and Marketing	June, 2016 – July, 2016
Conduct Training(s)	July, 2016 – June, 2017
Administrative close-out of CDBG grant	July, 2017

*Environmental Release is due two (2) months after grant award;

*Bid Deadline is six (6) months after grant award;

*Release of Funds Deadline is eight (8) months after grant award.

(SAMPLE)

PROJECT BUDGET

Please complete the table below. **Also, immediately following this page, attach detailed cost estimates for each line item.*** (See Sample Itemized Project Budget following this page.)

TOTAL SOURCE OF FUNDS

ACTIVITY	CDBG	LOCAL (with eligible In-Kind)	INELIGIBLE	TOTAL
Training/ Technical Assistance	\$100,000	\$100,000		\$200,000
Capital Equipment	62,000	138,000		200,000
Program Delivery (Max 10% of CDBG)	\$18,500	\$15,000		\$33,500
CDBG Grant Administration (Max 5% of CDBG)	\$9,650			\$9,650
Environmental Review	\$1,500			\$1,500
TOTAL	\$191,650	\$253,000	\$0	\$444,650

* Do **not** include any miscellaneous, contingency, general costs, etc. in budget.

List sources of local match and leveraged funds:
(Documentation of financial commitments from all sources is required)

Source	Amount
Economic Development Group	\$100,000
EDIT	\$53,000
Company ABC	\$100,000
TOTAL LOCAL LEVERAGE	\$253,000

(SAMPLE)
DETAILED BUDGET

ACTIVITY	CDBG	LOCAL (with eligible In-Kind)	INELIGIBLE	TOTAL
Training/ Technical Assistance	\$100,000	\$100,000		\$200,000
Capital Equipment	62,000	138,000		200,000
Program Delivery (Max 10% of CDBG)	\$18,500	\$15,000		\$33,500
CDBG Grant Administration (Max 5% of CDBG)	\$9,650			\$9,650
Environmental Review	\$1,500			\$1,500
TOTAL	\$191,650	\$253,000	\$0	\$444,650

(SAMPLE)
PUBLIC HEARING NOTICE

On or about (date), (Applicant) intends to apply to the Indiana Office of Community and Rural Affairs for a grant from the State Community Development Block Grant (CDBG) program Workforce Development Program. This program is funded by Title I of the federal Housing and Community Development Act of 1974, as amended. These funds are to be used for a community development project that will include the following activities: (summary of proposed project). The total amount of CDBG funds to be requested is \$. The amount of CDBG funds proposed to be used for activities that will benefit low- and moderate-income persons is \$(amount of CDBG funds requested x percentage of low- to moderate-income residents). The Applicant also proposes to expend an estimated \$ in non-CDBG funds on the project. These non-CDBG funds will be derived from the following sources: (source and amount).

(Applicant) will hold a public hearing on (date), at (time), in (place) to provide interested parties an opportunity to express their views on the proposed federally funded CDBG project. Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact (name, address, and phone #) not later than (date). Every effort will be made to make reasonable accommodations for these persons.

Information related to this project will be available for review prior to the public hearing as of (date) at the office the (Applicant) located at (address) between the hours of (office hours). Interested citizens are invited to provide comments regarding these issues either at the public hearing or by prior written statement. Written comments should be submitted to (name and address) no later than (date) in order to ensure placement of such comments in the official record of the public hearing proceedings. A plan to minimize displacement and provide assistance to those displaced has been prepared by (Applicant) and is also available to the public. This project will result in (no displacement of any persons or businesses – or – displacement of the following persons and businesses [name and address]). For additional information concerning the proposed project, please contact (person – telephone – office hours and days) or write to (person – address).

(SAMPLE)

**RESOLUTION AUTHORIZING APPLICATION SUBMISSION AND LOCAL MATCH
COMMITMENT**

RESOLUTION OF THE CITY/TOWN/COUNTY COUNCIL OF THE CITY/TOWN/COUNTY OF _____,
INDIANA, AUTHORIZING THE SUBMITTAL OF THE WDP APPLICATION TO THE INDIANA OFFICE OF
COMMUNITY AND RURAL AFFAIRS AND ADDRESSING RELATED MATTERS

WHEREAS, the Council of the City/Town/County of _____, Indiana recognizes the need to stimulate growth and to
maintain a sound economy within its corporate limits; and
(Pick one from below)

- a. *WHEREAS, the Housing and Community Development Act of 1974, as amended, authorizes the Indiana Office of
Community and Rural Affairs to provide grants to local units of government to meet the housing and community
development needs of low- and moderate-income persons; and*
- b. *WHEREAS, the Housing and Community Development Act of 1974, as amended, authorizes the Indiana Office of
Community and Rural Affairs to provide grants to local units of government for the elimination and prevention of
blight; and*

WHEREAS, the City/Town/County of _____, Indiana has conducted or will conduct public hearings prior to the
submission of an application to the Indiana Office of Community and Rural Affairs, said public hearings to assess the
housing, Workforce Development and economic needs of its low- and moderate-income residents;

NOW, THEREFORE, BE IT RESOLVED by the Council of _____, Indiana that:

1. The Mayor/Town Council Pres. /County Commission Pres. is authorized to prepare and submit an application for grant
funding to address (summary of proposed project), and to execute and administer a resultant grant including requisite
general administration and project management, contracts and agreements pursuant to regulations of the Indiana Office of
Community and Rural Affairs and the United States Department of Housing and Urban Development.
2. The City/Town/County of _____, Indiana hereby commits the requisite local funds in the amount of
_____ (\$_____), in the form of (source of local match), as matching funds for said
program, such commitment to be contingent upon receipt of WDP funding from the Indiana Office of Community and
Rural Affairs.

Adopted by the City/Town/County Council of the City/Town/County of _____, Indiana this _____
day of (month), (year), at (time).

SIGNATURE: _____
Chief Elected Official, Title
(Mayor, Board President)

ATTEST: _____
Chief Financial Officer, Title
(Controller, Clerk-Treasurer, Auditor)

(SAMPLE)

LOCAL DISPLACEMENT PLAN

1. (Applicant) will consider for submission to the Indiana Office of Community and Rural Affairs, under its various Community Development Block Grant funded programs, only projects and activities that will result in the displacement of as few persons or businesses as necessary to meet State and local development goals and objectives.
2. (Applicant) will certify to the State, as part of its application process, that it is seeking funds for a project or activity that will minimize displacement.
3. (Applicant) will provide referral and reasonable moving assistance, both in terms of staff time and dollars, to all persons involuntarily and permanently displaced by any project or activity funded with Community Development Block Grant funds.
4. All persons and businesses directly displaced by (applicant) as the result of a project or activity funded with Community Development Block Grant funds will receive all assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including provisions of the Uniform Relocation Act Amendments of 1987, Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987.
5. (Applicant) will provide reasonable benefits and relocation assistance to all persons and businesses involuntarily and permanently displaced by the Community Development Block Grant activity funded by the State in accordance with appendices attached hereto, provided they do not receive benefits as part of such action under number 4 above.

(SAMPLE)

COOPERATION AGREEMENT

The City/Town of _____, Indiana, seeks to support the efforts of the City/Town of _____ to obtain a Workforce Development Program grant from the Indiana Office of Community and Rural Affairs for (proposed project) to benefit residents of the aforementioned Cities/Towns. As the chief executive officers of our respective local governments, we are signing this agreement to provide our full cooperation to accomplish this activity. The City/Town of _____ is hereby designated as the lead agency for this application and program and will be the applicant for funds. The City/Town of _____ will be liable for all the program's administrative functions should the grant be awarded.

Chief Elected Official

Chief Elected Official

City/Town of _____

City/Town of _____

Attest/ Date

SEAL:

Attest/ Date

SEAL:

Note: This general form (or a suitable variation) is to be used by local government applicants whose proposed project area involves more than one jurisdiction. It is a required part of any "on behalf of" or "joint" application with appropriate modifications as may be required to fit local situations.

(SAMPLE)

PARTNERSHIP AGREEMENT

Partner Name:

Contact person/title:

Mailing address:

City: Zip Code: County:

Phone: Fax: Email Address:

Applicant's Legal Status: ☐ City ☐ Town ☐ County

Project Coordinator:

Mailing address:

City: Zip Code: County:

Phone: Fax: Email Address:

Thoroughly identify the role of the organization's involvement in this project. Explain partner roles as partners must contribute either financially, as in-kind, or as a documented planning or advisory partner for the project. This section must be complete to qualify as a project partner. Additional documentation for this question should be attached.

Clearly indicate any and all organizations who will be involved in the project and their role. This section should define any contribution and the amount. If an individual is contributing to the project and is not a part of an organization they should also fill out this form. -WRITE THIS ON THE APPLICATION PAGE

UPON SIGNING THIS REQUEST I AM CERTIFYING THAT APPLICANT IS NOT IN VIOLATION OF ANY STATE OR FEDERAL LAW, OR MUNICIPAL ORDINANCES AS OF THIS DATE. NO MONEY IS DUE AND PAYABLE TO ANY MUNICIPAL, COUNTY, STATE OR U.S. GOVERNMENTAL AGENCY OR DEPARTMENT, NOR DOES THE APPLICANT HAVE LIENS OR POTENTIAL LIENS WHICH COULD JEOPARDIZE THE COMPLETION OF THIS PROJECT. ADDITIONALLY, THE IDENTIFIED ORGANIZATION CERTIFIES THAT IT IS AN ACTIVE PARTNER IN THE PROJECT AND WILL FULLFILL THE ROLE(S) IDENTIFIED ABOVE THROUGHOUT THE GRANT PERIOD.

Signature of Chief Official _____

Official's Title _____

Date _____

**INDIANA OFFICE OF COMMUNITY AND RURAL AFFAIRS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

INCOME VERIFICATION FORM

Dear Employee or Applicant,

Please provide the information requested on this form so that we can verify that your employment here is achieving the goals of the State of Indiana's Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development (HUD). As part of program requirements, the business must report both the total number of jobs created and the number of jobs created for persons of low-to-moderate income families. This information is not part of the interview process and will not be considered in determining which applicants will be hired. This information is to satisfy HUD's requirements for documentation of the beneficiaries of business financial assistance. This information is confidential; however it is subject to verification by authorized government officials.

Trainee's Name: _____ SSN #: XXX-XX- _____

Address: _____

Gender of Applicant: M(☐) F(☐)

Check the box that identifies your race:

Single Race:

(☐) White

(☐) Black/African American

(☐) Asian

(☐) American Indian/Alaskan Native

(☐) Native Hawaiian/Pacific Islander

(☐) Other

Multi-Racial Identifiers:

(☐) American Indian/Alaskan Native & White

(☐) Asian & White

(☐) Black/African American & White

(☐) American Indian/Alaskan Native & Black/African American

Do you consider yourself as being of Hispanic ethnicity? Yes(☐) No(☐)

Do you have a disability that is a substantial handicap?: Yes(☐) No(☐)

Are you currently employed? Yes(☐) No(☐)

FIRST:

Identify the number of people living in your family and check it. A family is comprised of persons related by blood, marriage, or adoption. Do not count emancipated children and their dependents.

SECOND:

Find the dollar figure that corresponds with the number you checked. Is your family's gross yearly income above or below this figure? Your figure should include anyone who contributes their income to the family. If your figure is above, check "above". If it is below, check "below".

_____ One	\$	_____ Above	_____ Below
_____ Two	\$	_____ Above	_____ Below
_____ Three	\$	_____ Above	_____ Below
_____ Four	\$	_____ Above	_____ Below
_____ Five	\$	_____ Above	_____ Below
_____ Six	\$	_____ Above	_____ Below
_____ Seven	\$	_____ Above	_____ Below
_____ Eight	\$	_____ Above	_____ Below

Certification: I the undersigned, certify that the information stated in this form is true and accurately reflects the household composition and income data.

Trainee's Signature: _____

Grantee Name: _____ Date: _____, 20____

County (Use Employee Home Address): _____

GRANT EVALUATION CRITERIA

Applications will be evaluated according to the Project Development Issues listed below. Applicants should address **ALL** Project Development Issues listed.

- Program Design;
 - What is your project completion timeline?
 - What is the estimated enrollment in trainings per calendar year? What is the estimated completion of trainings per calendar year? What is the estimated number of jobs created/retained?
 - Where will the training occur? What are the conditions and locations of the existing training facility (if applicable)? Please attach color pictures with captions of current conditions.
 - Explain any staff and/or volunteer commitments for the program.
 - How will the program be marketed? Who is the target clientele? How will eligibility be determined? What is the screening process for applications? Who will be responsible for the screening process?
 - What are the anticipated outcomes of this program? How will this program affect individual trainees/employees?
 - Describe the strategy for job-placement assistance.
 - Could this program be replicated state-wide?
- Local Effort and Economic Conditions;
 - What brought this project to the forefront (i.e., is there a need for specific certifications)? Who will be served (i.e. city, town, county, region, etc) (reference map as applicable)? Can any survey results, studies, prior planning, community input, or other data be cited to explain the need? Please attach applicable copies of the information.
 - Who are the partners/organizations committed to providing programs and services? A partnership agreement from all outside agencies is required along with the organization's mission statement and key staff resumes.
 - Are there any other organizations doing similar training? If so, please explain how this program is not a duplication.
 - If this is the expansion of a current program, describe the expansion (i.e., new service, extended service, additional target clientele, etc.)
 - Explain all previous efforts to address this issue. Explain lessons learned from prior efforts.
- Financial Impact and Local Match;
 - Attach Cash & Investments Combined Statement, Tax Sheet, and Clerk/Treasurer's breakdown of Debt Report. Be sure all ending fund balances are explained.
 - Attach Sub-recipient Financials (if applicable). Be sure all ending fund balances are explained.
 - Explain all financial options investigated. Explain why this program is the best option for this project. Please explain the local match package.
 - What resources are being contributed to the program? Are private industries contributing? Are local and/or economic development organizations contributing?
 - What is the strategy for sustaining the program?
 - Who will be providing the local match? Eligible local match can be local cash, debt or in-kind sources. Federal, state, and local government grants are considered eligible match.
 - In-kind sources may provide eligible local match for the project. Use of in-kind donations as eligible match requires approval from the Indiana Office of Community and Rural Affairs, State CDBG Director approximately 2 weeks prior to application submission.